

RECORDING HOLIDAYS IN ATAAPS

Holiday Not Worked/Holiday Worked and AWS Tours

Alternate Work Schedule (AWS) Code – 0 or 7

Employees are entitled to 8 hours of Holiday Leave (LH). Record 8 hours of 'LH'.

Employees who are required to perform non-overtime work on a holiday are also entitled to Holiday Worked (HG, HF, HS or HT). For example, if an employee performs 5 hours of non-overtime work on a holiday, record 8 hours of LH and 5 hours of HG, HF, HS, or HT. Hours worked outside of the scheduled tour are to be recorded as overtime.

Alternate Work Schedule (AWS) Code – 1 thru 5, D or E

For all employees

Employees working AWS Code 1 thru 5, D and E are limited to a total of 8 hours Holiday Leave and/or Holiday Worked on a holiday. The hours of Holiday Worked are not counted toward completing the tour of duty, so it is necessary to record an equal number of hours of Administrative Leave (LN). For example, if an employee whose standard schedule consists of 8 hour days performs 5 hours of non-overtime work on a holiday; record 3 hours of LH, 5 hours of LN, and 5 hours of HG, HF, HS, or HT. Hours worked outside of the scheduled tour are to be recorded as overtime.

Alternate Work Schedule (AWS) Code – 1 thru 5, D or E

For employees in Pay Plan 'AD' (SWPA and WAPA Dispatchers only)

Employees whose standard schedule consists of 12 hour days and are not required to perform work on a holiday – Record 8 hours Holiday Leave (LH) and 4 hours Administrative Leave (LN).

Employees whose standard schedule consists of 12 hour days and are required to perform non-overtime work on a holiday – Record 8 hours Holiday Leave (LH) and 4 hours Administrative Leave (LN). **Report the employee's name, SSN, and number of hours worked to be paid as Holiday Worked (HG) to the CSR Help Desk.** Hours worked outside of the scheduled tour are to be recorded as overtime.

Alternate Work Schedule Code – 6 and 8

Employees under compressed work schedules are entitled to Holiday Leave (LH) for the number of hours which apply to their "basic work requirement". For example, if the holiday falls on a 9 hour basic workday, record 9 hours of 'LH'.

Employees under compressed work schedules who are required to perform non-overtime work on a holiday are also entitled to Holiday Worked (HG, HF, HS or HT) for the number of hours which apply to their "basic work requirement". For

example, if the holiday falls on a 9 hour basic workday and an employee performs 5 hours of non-overtime work on the holiday; record 9 hours of LH and 5 hours of HG, HF, HS, or HT. Hours worked outside of the scheduled tour are to be recorded as overtime.

In the rare cases where the total number of hours recorded for a day will exceed 24 hours because of overtime, it will be necessary for the timekeepers to code any overtime on the preceding workday (record on the following work day if necessary to keep the hours in the same pay period). For example, if the holiday falls on a 12 hour basic workday and the employee has .5 hours of overtime; record 12 hours Holiday Leave (LH), 12 hours Holiday Worked (HG, HF, HS, or HT), and .50 hours overtime (OS or OU) on the previous workday.

“In Lieu of” Holidays

All full-time employees, including those on flexible or compressed work schedules, are entitled to an “in lieu of” holiday when a holiday falls on a non-workday (i.e., ASW day off). In such cases, the employee’s holiday is the basic workday immediately **preceding** the non-workday. A basic workday for this purpose includes a day when part of the basic work requirement for an employee under a flexible work schedule is planned or scheduled to be preformed.

There are three exceptions:

1. If the non-workday is Sunday, the next basic workday is the “in lieu of” holiday.
2. If Inauguration Day falls on a non-workday, there is no provision for an “in lieu of” holiday.
3. If the head of an agency determines that a different “in lieu of” holiday is necessary to prevent an “adverse agency impact”, he or she may designate a different “in lieu of” holiday for full-time employees under compressed work schedules.